

DEPARTMENT OF STATE



RUTH JOHNSON, SECRETARY OF STATE

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The **Department of State** is the oldest department within Michigan state government and is administered by the secretary of state. Elected to a four-year term, the secretary of state is a member of the executive branch and has constitutional as well as statutory duties. Secretary Johnson's initiatives include improving customer service and convenience, consumer protection and ensuring integrity in elections.

In the event of concurrent vacancies in the office of governor and lieutenant governor, including absence from the state, the secretary of state serves as governor. The secretary of state is the chief motor vehicle administrator and chief election officer for the state's nearly 10 million residents and is a voting member of several state boards and commissions, including the State Administrative Board, the Governor's Traffic Safety Advisory Commission, and the Michigan Truck Safety Commission.

Michigan is one of three states where the secretary of state has authority over election processes as well as vehicle registrations and the licensing of drivers. Other duties include administration of driver education and traffic safety programs; document certification as Keeper of the Great Seal which provides the highest level of document certification in the state; and management of the notary public program. The department also maintains the state's official repository of records, including state and local government records, state statutes and commercial financing statements. Additionally, the department works in conjunction with Gift of Life Michigan and Eversight Michigan (formerly the Michigan Eye-Bank) to administer the state's organ donor registry.

The Department of State's organizational structure includes the Executive Office, the Office of Policy Initiatives, the Bureau of Elections and three administrative areas: the Customer Service Administration, the Department Services Administration and the Legal Services Administration.

The **Customer Services Administration (CSA)** is comprised of the Bureau of Branch Office Services, the Bureau of Driver and Vehicle Programs, the Office of Customer Services, the Department of State Information Center, and the Office of Program Support and Development. The Bureau of Branch Office Services operates a network of 131 branch offices providing driver's licensing, vehicle titling and registration, and voter registration. The Bureau of Driver and Vehicle Programs manages and oversees driver and vehicle records; traffic safety initiatives; automotive business licensing and regulation; and driver licensing, assessment, and education. The Office of Customer Services oversees Uniform Commercial Code services and serves International Registration Plan vehicle owners. The Department of State Information Center provides information about programs and services. The center also oversees driver and vehicle record sales and the distribution of the annual jury listing to Michigan counties.

The **Department Services Administration (DSA)** provides coordination and support to the agency in the areas of administration, finance, technology, project management, human resources, employee development, regulatory monitoring, investigation, information security and occupancy management. It facilitates the strategic vision, direction and support for the secretary of state's high-priority programs to ensure continued innovation, modernization, and effective use of resources. The DSA includes the Bureau of Information Security, the Regulatory Monitoring Division, the

Office of Technology and Project Services, the Office of Human Resources, the Office of Occupancy Services, and the Office of Financial Services.

The ***Legal Services Administration (LSA)*** offers legal counsel to the secretary of state and oversees the Administrative Hearings Section.

